

**JOINT FORCE HEADQUARTERS WISCONSIN  
WISCONSIN NATIONAL GUARD  
2400 WRIGHT STREET  
POST OFFICE BOX 8111  
MADISON WISCONSIN 53708-8111**

**AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)  
VACANCY ANNOUNCEMENT (MVA) NUMBER 04-37**

**OPENING DATE:** 24 Jun 2004

**CLOSING DATE:** 8 Jul 2004

(Applications will not be accepted after 1600 hrs)

**UNIT/LOCATION:** CRTC, Volk Field, Camp Douglas, WI

**POSITION:** Vehicle and Equipment Maintenance Craftsman

**MILITARY AFSC REQUIREMENTS:** 2T3XX

**MINIMUM SKILL LEVEL REQUESTED:** Five Level

**AREA OF CONSIDERATION:** Statewide

**FILL DATE:** On or about 1Aug 2004

**SALARY RANGE:** Pay and allowance commensurate with military pay.

**MINIMUM GRADE REQUIRED:** SrA/E-4

**MAXIMUM EUMD GRADE:** TSG/E-6

**AVAILABLE UPMR GRADE:** TSG/E-6

**MINIMUM QUALIFICATION REQUIREMENTS**

1. Member must be medically qualified IAW AFI 48-123. Applicants cannot be subject to any flagging action for medical purposes. ANG members entering on full-time duty must have a current physical examination (within 36 months) prior to entry date. Individuals transferring from title 10 USC (active duty or statutory tour) are not required to have a new physical unless the previous physical is over five years old at the time of entry onto AGR status. Personnel ages 40 and above must have a Risk Index calculated IAW 48-123. Individuals with a Risk Index exceeding 10,000 must have a stress EKG accomplished. Selected individual must have an HIV test completed within 6 months of AGR start date. Females require a pregnancy test within 30 days prior to AGR start date.
2. Members must meet physical fitness standards IAW 10-248, Air National Guard Fitness Program.
3. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.
4. Personnel must have sufficient retainability to permit completion of tour of duty. Can not be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.
5. Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.

**CONDITIONS OF EMPLOYMENT**

1. Individuals selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General. Member must remain in initially assigned position for a minimum of twelve months.
2. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding in accordance with Attachment 2 of ANGI 36-101.
3. Applicants participating in the ANG Incentive Program may be terminated upon entry into full-time National Guard duty. See specific incentive agreement for termination rules.
4. Applicants must not have been separated "for cause" from active duty or a previous AGR tour.
5. Existing ANG Promotion Policies apply.

**BRIEF DESCRIPTION OF DUTIES:**

Supervises and performs vehicle and equipment maintenance activities and functions, including diagnostics, repairs, rebuilding components and assemblies, fabrication of parts, replacement of body panels, and refinishing of exteriors. Ensures compliance with vehicle maintenance policies, directives, and procedures. Plans and schedules vehicle, equipment, and allied trades maintenance activities. Plans and controls work methods, production schedules,

operating procedures, and performance standards. Monitors established maintenance priorities, and determines mission requirements. Ensures vehicles, equipment, tools, parts, and manpower are available to support mission requirements. Inspects and evaluates vehicles, equipment, and allied trades functions. Diagnoses malfunctions of major assemblies and subassemblies to determine the extent of repair or replacement, or recommend disposition of vehicles and equipment. Inspects repaired or rebuilt parts and equipment to ensure work conforms to standards. Inspects equipment for required modification and installation of safety devices. Ensures shop equipment is inspected and serviced at required intervals and that unserviceable tools and equipment are removed from service and their condition tagged. Identifies and initiates materiel deficiency reports at work center level. Performs vehicle, equipment, and allied trades maintenance functions. Solves complex maintenance problems by interpreting layout drawings, specifications, schematics, diagrams, and operating characteristics of vehicles and components. Troubleshoots, adjusts, repairs, and tests vehicles; alternate fuel, diesel, and gasoline engines; fuel, exhaust, and electrical systems; clutches; torque converters; transmissions; transfer cases; power takeoffs; drive lines; axles; frames; steering, suspension, dispensing, brake, air, and hydraulic systems; tracks; winches; emission control, heating, and air-conditioning systems, and other mounted or special equipment. Repairs, replaces and aligns damaged body sections, upholstery, and accessories. Prepares and finishes painted surfaces. Cuts, grinds, repairs, and installs vehicle glass and Plexiglas. Welds vehicle parts and accessories, and operates industrial sewing machines. Practices and ensures compliance with all established safety policies and standards. Implements hazardous waste management policies and procedures ensuring collection, control, and disposition of hazardous and toxic waste material accumulations.

**The following items are mandatory as indicated:**

**In order to be fully qualified for this position the following criteria must be met. The only qualifications screened for are listed as mandatory or required for ENTRY into the AFSC.**

Knowledge is mandatory of: Not Used.

Experience: For award of AFSC 2T351, Qualification in and possession of AFSC 2T331 is mandatory. Also, experience is mandatory in functions such as inspecting, repairing, or maintaining special purpose vehicles.

Education: Not Used.

Training: Not Used.

Other: Not Used.

## HOW TO APPLY

Submit a package that includes the following:

1. Cover Letter addressing applicable items listed below:
  - A. Indicate the military vacancy announcement you are applying for.
  - B. Indicate whether you are currently an AGR, technician, drill status or active duty and what unit you're in.
2. NGB Form 34-1 completed and **signed**.
3. Personnel Records Review RIP, complete and current.
4. Medical Records as listed:
  - A. SF 507 (Annual Assessment form). **FOR ALL APPLICANTS - MUST BE SUBMITTED IF PHYSICAL IS MORE THAN 12 MONTHS OLD. Current AGR members must include, regardless of physical date.**
  - B. **Physical Exam forms** (either DD 2807 and DD 2808 **OR** SF 93 and SF 88) – Must be conducted not more than 36 months prior to entry into the AGR program. (Not required for On-board AGRs, all others must comply )
  - C. **Statement verifying current height and weight.** (Must be signed by a medical authority or designated weight monitor). On Board AGR's/ traditional Guardsmen may submit a copy of their 2003 FitnessAge assessment form in lieu of height/weight statement.
5. One (1) – DMA Form 181 (Race/nationality form) (If DMA 181 is unavailable use SF Form 181)

\*Note: Forms may be found by going to the following web site: <http://dma.wi.gov/agr.asp>

6. Forward application to: **THE ADJUTANT GENERAL WI, ATTN: WIJS-J1-MS-MD (AGR Air Staffing), 2400 WRIGHT STREET, MADISON, WI 53704-2572.** Applications must be mailed at applicant's own expense. FAXED APPLICATIONS WILL NOT BE ACCEPTED. Questions regarding this announcement may be referred to the above at DSN 724-3718 or commercial (608) 242-3718. Applicants are encouraged to call prior to job close date to ensure application was received; however, it is the applicant's responsibility alone to ensure that the application and all required supporting materials are complete. The application **will not be reviewed** until after the closing date. If the application is incomplete a letter will be sent to the individual indicating the reason for disqualification. All applications become the property of the J1Office.